

QUESTIONS AND ANSWERS ON THE FINAL W-2 RFP

- 1) Question: Will the W-2 RFP be available in MS Word format?

Answer: The final W-2 RFP is scheduled to be issued by close of business on July 2, 2001 on the Department's website. The website will include a Word format for the Response Items and Forms, to allow you to download and use the Response Items and Forms in preparing a proposal.

- 2) Question: Please share the information the Department of Workforce Development (DWD) has recently assembled on Milwaukee County W-2 regions 4 and 5.

Answer: The information is provided below. These documents are formatted in Word (.doc), Excel (.xls), and Adobe Acrobat (.pdf). **Please note:** To view PDF files, you must have Adobe Acrobat Reader installed. If you do not have Adobe Acrobat installed, or want to know more about viewing PDF files, select the following link: [Viewing PDF files](#).

- Log of Data Information Assembled by DWD: A list of 35 Data Documents, including links to each document. [Word format](#) [PDF format](#)
- Financial Document: W-2 Program Expenses for W-2 regions 4 and 5 - Milwaukee County. [Excel format](#) [PDF format](#)
- Monthly payment files from CARES for Milwaukee County W-2 regions 4 and 5 for the period January 2000 through June 2001 are available upon request to proposer agencies that have confidentiality agreements with DWD or proposer agencies that complete confidentiality arrangements with DWD.

- 3) Question: Please share the materials DWD has recently assembled for Deviations and Exceptions items from 1999.

Answer: The information is provided below as an Adobe Acrobat (.pdf) file. **Please note:** To view PDF files, you must have Adobe Acrobat Reader installed. If you do not have Adobe Acrobat installed, or want to know more about viewing PDF files, select the following link: [Viewing PDF files](#).

Deviations and Exceptions Items: Scanned materials from 1999 [PDF format](#).

- 4) Question: Please share the information the Department of Workforce Development (DWD) has recently assembled on balance of state.

Answer: The information is provided below. These documents are formatted in Excel (.xls), and Adobe Acrobat (.pdf). **Please note:** To view PDF files, you must have Adobe Acrobat Reader installed. If you do not have Adobe Acrobat installed, or want to know more about viewing PDF files, select the following link: [Viewing PDF files](#).

- Clocks Levels. [Excel format](#) [PDF format](#)
- Current Caseload W-2 by Placement. [Excel format](#) [PDF format](#)
- Disability. [Excel format](#) [PDF format](#)
- Educational Levels. [Excel format](#) [PDF format](#)

- Participant Activities. [Excel format](#) [PDF format](#)
- Race Ethnicity. [Excel format](#) [PDF format](#)

The following information, for balance of state competitive geographic areas under the RFP, is available upon request to proposer agencies:

- Contact person from the current W-2 agency;
- Any existing facilities, IT equipment, other equipment, staff and/or any other resources that would be available to the next W-2 agency; and
- Electronic copy, if available, of the current W-2 agency's Plan for the 2000-2001 W-2 and Related Programs Implementation Contract.

- 5) Question: Please define the following phrase which is used in RFP section 7.2.5.4 c):
“...quickly evaluated and enrolled....”.

Answer: In the context of the response for Financial Employment Planning and Case Management, “quickly evaluated and enrolled” means to take these actions in an expeditious manner and to address this without delay. W-2 FEPs must follow W-2 policy when evaluating and enrolling an applicant in W-2. Determination of financial and non-financial eligibility and appropriate up-front assessment are all part of the evaluation process to determine the applicant's need for W-2 services. Chapters 2, 3, and 5 of the W-2 manual provide policy pertaining to eligibility and assessment.

Enrollment is the process of placing the participant into the appropriate level of W-2 (unsubsidized employment, Trial Job, CSJ, or W-2 Transitions) and assignment of W-2 activities based on the results of the assessment, within seven days after the initial meeting with the FEP. Chapter 5 of the W-2 manual provides policy on assessment and W-2 placement.

- 6) Question: Please define the following phrase which is used in RFP section 7.2.8 f):
“... appropriate employment and work activities...”.

Answer: In the context of the response for Education and Training Services, "appropriate employment and work activities" are those activities that allow participants to develop work skills that enable them to obtain full-time employment. These activities should be assigned in combination with education and training activities and in accordance with DWD policy. The agency should have a range of employment and work activities available to meet participants' needs and enhance their skills.

- 7) Question: Please clarify why RFP Response Item 7.2.9.2 d) (which is in the 2000-2001 RFP) is not in the 2002-2003 RFP.

Answer: Response Item 7.2.9.2 d) was removed as agency plans for administering Contracted Child Care will be developed separate from the RFP process.

- 8) Question: The Response Items in RFP section 7.2.9.13 are lettered a), b) and d). Is there an Item c)?

Answer: Response Item d) is lettered incorrectly. Item d) should be lettered c). This lettering will be corrected in an RFP Addendum.

- 9) Question: Is there a requirement to establish employment and training services specific for the refugee population?

Answer: Refugee Cash Assistance Recipients must, within 30 days of receipt of assistance, register and participate in an employment and training program specifically designed to meet their needs. If the refugee recipient is also enrolled in an FSET program, this requirement may be met through FSET services provided by the W-2 agency which are designed to meet the refugee's employment needs. If the recipient is not enrolled in FSET, or if the W-2 agency believes the nearest refugee employment and training program funded by the Office of Refugee Services is better able to meet the refugee's needs, this requirement may be met by referral to the nearest refugee employment and training contractor. Participation in a refugee employment and training program also meets the participation requirements for FSET participation.

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